

**Oak Knoll PTO**  
**Minutes of the PTO Executive Board Meeting**  
**March 3, 2022**  
**8:15 AM – 9:45 AM**  
**Oak Knoll Bike Racks (outside)**

<b>2021-2022 Executive Board Officers Present:</b>	
Corey Binns, President	Katie Davis, Financial Secretary
Becky Bullard, Vice President	Meredith Nonnenberg, Communications Chair
Victoria Dorward, Parliamentarian	Jennifer Baskin, Auditor
Laura Low Ah Kee, Secretary	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Webb, Treasurer	Karen Clancy, Teacher Representative

**Absent:**

- Chana Stewart, Oak Knoll Assistant Principal
- Katherine Menendez-Cherry, MPAEF School Liaison
- Aly Gay, MPAEF School Liaison

**Quorum present:** Yes

<b>I.</b>	<b>Call To Order</b>	<b>Corey Binns</b>
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The meeting was called to order at 8:22 AM by President Corey Binns.

<b>II.</b>	<b>PTO Board Meeting Minutes – Review &amp; Approval</b>	<b>Laura Low Ah Kee</b>
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The February 2022 PTO Board Meeting minutes were reviewed at 8:18 AM. Becky Bullard moved to take a vote to approve the minutes; Meredith Nonnenberg seconded the motion. The minutes were approved by unanimous vote.

<b>III.</b>	<b>President’s Report</b>	<b>Corey Binns</b>
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- **Recent and Upcoming PTO-Sponsored Activities and Offerings:**
  - For the next three Thursdays starting March 3rd, Administration has organized afternoons for teachers to shop at Kepler’s for classroom books; the PTO is funding a drink for teachers from Cafe Barrone.
  - Parent Circles will start again soon, with a focus on kindergarten and first grade parents.
  - A few community nights for Oak Knoll Parents are planned at Linden Tree Books in Los Altos, with some of the proceeds going to building classroom libraries.
  - The PTO is funding a coffee cart on April 29th for teachers during their Professional Wellness Day; PTO is also funding lunch for teachers on the Friday of Teacher Appreciation Week.
- **Update on One Community Campaign (OCC Memorandum of Understanding (MOU):**  
 The OCC MOU negotiations are coming to an end; the majority of the elements in the MOU will stay the same from last year. The primary discussion that remains is the term of the agreement; there is discussion about making the MOU a multi-year agreement. A flow of job descriptions is also being included in the MOU so that all roles and responsibilities are explicitly stated in the document.

<b>IV.</b>	<b>Parliamentarian's Report</b>	<b>Victoria Dorward</b>
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- **Nominating Committee Update:** The Nominating Committee is still being formed; an email will go out next week to some potential board candidates.
- **PTO Bylaws Update:** A few changes to the PTO Bylaws were suggested to the PTO Bylaws by a pro bono non-profit attorney to reflect best practice and to have them better reflect current operations. The substantive proposed changes are:
  - Add line: "Neither the MPCSD, the MPAEF nor other school PTO organizations within the District shall have the right to make decisions or set policies for the Oak Knoll PTO without the participation and consent of the Oak Knoll PTO."
  - Formalize the Communication Chair position as a member of PTO Executive Board.
  - Eliminate the requirement that the Treasurer position be automatically filled by the Financial Secretary from the preceding year.
  - Formalize the Treasurer role as a two-year position.
  - Add a Membership /Engagement Chair (formal title TBD from OCC MOU) as an officer position that can be filled at the recommendation of the Nominating Committee and upon approval of the PTO Executive Board.
- Some minor wording edits to the PTO Bylaw revisions, which will be made and circulated via email after the meeting. Vote on Bylaw revisions will follow via email.

<b>V.</b>	<b>Treasurer's Report</b>	<b>Laura Webb</b>
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- Please see attached budget report (below).
- There was a suggestion to consider using some surplus funds to purchase more whiteboard tables for classrooms and bringing back Project Cornerstone. This will be considered as part of the budgeting process for next year.

<b>VI.</b>	<b>Vice President's Report</b>	<b>Becky Bullard</b>
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- PTO Committees for next year are beginning to be formed and the list of committees is being cleaned up and consolidated where appropriate.

<b>VII.</b>	<b>Auditor's Report</b>	<b>Jennifer Baskin</b>
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Jennifer Baskin, the PTO Auditor for the current 2021-2022 school year, performed an audit through January 2022.

<b>VIII.</b>	<b>MPAEF School Liaison Report</b>	<b>Jennifer Baskin (on behalf of MPAEF Liaisons)</b>
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- The MPAEF Auction Event is being held on March 12, 2022. The MPAEF Online Auction will take place March 16-21, 2022.
- The MPAEF Schoolhouse Rocks Run is May 22, 2022.

<b>IX.</b>	<b>Teachers' Report</b>	<b>Karen Clancy</b>
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- Teachers are working on assessments and reports cards for the second trimester.
- Karen Junker was here yesterday to discuss restorative practices in the classroom.
- More field trips are being organized for different grades for the remainder of the school year.
- Field trips to the Riekes Center are being organized for this spring, including development of learning objectives and supporting activities.
- Counting collections will be introduced in 3rd grade (previously, it had been used in K-2 only).

<b>X.</b>	<b>Oak Knoll Administration Report</b>	<b>Alicia Payton-Miyazaki</b>
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- Panoramic pictures are taking place for 5th graders and multi-age, which we were not able to do for the last two years due to social distancing.
- Changes are forthcoming as it relates to parents picking up students at the classroom door and students staying after school to play on the playground.
- The RULER program on Social Emotional Learning is going well; teachers continue to be trained on the program.

<b>XI.</b>	<b>Conclusion &amp; Review of Action Items</b>	<b>Corey Binns</b>
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- Action Items:
  - Further revise and hold an email vote on PTO Bylaw changes.
- Next PTO Board Meeting: 4/7/22 at 8:15AM
- Meeting adjourned at 9:28 AM.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary

# Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL
Revenue	
Donation Revenue	
Donation Revenues from Savings	88,172.00
PTO Donations	138,775.00
<b>Total Donation Revenue</b>	<b>226,947.00</b>
Other Revenue	
Account Interest	400.00
<b>Total Other Revenue</b>	<b>400.00</b>
Program Revenue	
4th/5th Musical	4,000.00
After School Sports	
Basketball	17,000.00
Volleyball	6,000.00
<b>Total After School Sports</b>	<b>23,000.00</b>
Family Events	
Book Fair	5,000.00
Fall Picnic - Food	3,000.00
<b>Total Family Events</b>	<b>8,000.00</b>
Otterwear Sales	2,000.00
Outdoor Education - Tshirts	800.00
<b>Total Program Revenue</b>	<b>37,800.00</b>
<b>Total Revenue</b>	<b>\$265,147.00</b>
GROSS PROFIT	<b>\$265,147.00</b>
Expenditures	
Cost of Fundraising	
PTO On-Site OCC Expenses	600.00
<b>Total Cost of Fundraising</b>	<b>600.00</b>
Operating Expenses	
Accountant	2,500.00
Administration	250.00
Bank Fees/Charges	400.00
Hot Lunch	500.00
Insurance	1,000.00
Volunteer Lunch & Awards	2,000.00
Water	1,030.00
<b>Total Operating Expenses</b>	<b>7,680.00</b>
Other Expenses	
Aesthetic Durables/School beaut	92,000.00
<b>Total Other Expenses</b>	<b>92,000.00</b>
Program Expenses	
4th/5th Musical	5,000.00
After School Sports	

# Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL
After School Sports - other	900.00
Basketball	17,000.00
Volleyball	6,000.00
<b>Total After School Sports</b>	<b>23,900.00</b>
Family Events	
Book Fair expenses	4,000.00
Fall Picnic - Food	3,000.00
Fall Picnic Decor & Activities	2,500.00
<b>Total Family Events</b>	<b>9,500.00</b>
Otterwear Sales	3,000.00
Overnight Field Trips	
Jones Gulch/Outdoor Ed.	
Outdoor Ed - Scholarship	5,000.00
Outdoor Ed - Tshirts	800.00
Outdoor Ed-Teacher Appreciation	800.00
<b>Total Jones Gulch/Outdoor Ed.</b>	<b>6,600.00</b>
<b>Total Overnight Field Trips</b>	<b>6,600.00</b>
Yearbook	1,500.00
<b>Total Program Expenses</b>	<b>49,500.00</b>
Programs Funded	
Assemblies	3,000.00
Bike & Traffic Safety	300.00
Enrichment/Supplemental Materia	
Art Enrichment	2,500.00
Curriculum Support	9,000.00
Library Enrichment	1,000.00
Materials - Classroom Instruct	25,000.00
Materials- Supplemental	2,750.00
Music Enrichment	
2nd Grade Musical	3,150.00
3rd Grade Musical	
3rd Grade Musical Expenses	2,000.00
<b>Total 3rd Grade Musical</b>	<b>2,000.00</b>
Music	1,500.00
<b>Total Music Enrichment</b>	<b>6,650.00</b>
Outside Programs	25,000.00
PE & Recess Enrichment	1,667.00
Science Enrichment	
Garden	2,000.00
Science Fair	2,500.00
Science Olympiad	1,500.00
STEAM Fair & Events	1,500.00

# Oak Knoll Parent Teacher Organization

Budget Overview: Revised FY22 Oak Knoll PTO - FY22 P&L

August 2021 - July 2022

	TOTAL
STEAM Lab	1,000.00
<b>Total Science Enrichment</b>	<b>8,500.00</b>
World Language Enrichment	1,000.00
<b>Total Enrichment/Supplemental Materia</b>	<b>83,067.00</b>
Fifth Grade Clap-Out	1,000.00
Fifth Grade Field Day	1,000.00
Friends and Family Day	800.00
Kindergarten Welcome Party & New Parent Welcome	800.00
Parent Education & Support	3,000.00
Parent Mix and Mingle	500.00
Room Parent Coordinator	300.00
Scholarships	
Scholarships	5,000.00
<b>Total Scholarships</b>	<b>5,000.00</b>
School Spirit	
School Spirit/Leadership	7,500.00
<b>Total School Spirit</b>	<b>7,500.00</b>
Teacher Appreciation	
Back to School Lunch	1,300.00
Coffee Cart	4,000.00
Misc. Teacher Appreciation Expenses	2,500.00
Teacher Appreciation Luncheon	1,300.00
<b>Total Teacher Appreciation</b>	<b>9,100.00</b>
<b>Total Programs Funded</b>	<b>115,367.00</b>
<b>Total Expenditures</b>	<b>\$265,147.00</b>
NET OPERATING REVENUE	<b>\$0.00</b>
NET REVENUE	<b>\$0.00</b>

**ADDENDUM to  
Minutes of the Oak Knoll PTO Executive Board Meeting held on 03.03.22  
Email Responses Recorded on March 20, 2022**

<b>2021-2022 Executive Board Officers Participating:</b>	
Corey Binns, President	Meredith Nonnenberg, Communications Chair
Becky Bullard, Vice President	Jennifer Baskin, Auditor
Victoria Dorward, Parliamentarian	Alicia Payton-Miyazaki, Oak Knoll Principal
Laura Low Ah Kee, Secretary	Chana Stewart, Oak Knoll Assistant Principal
Laura Webb, Treasurer	Karen Clancy, Teacher Representative
Katie Davis, Financial Secretary	

**Quorum:** Yes

Corey Binns shared (by email) the final draft version of the One Community Campaign (OCC) Memorandum of Understanding (MOU) negotiated for the 2022-2023 academic year. It is the result of several meetings with representatives from each Menlo Park City School District (MPCSD) School Parent Teacher Organization (PTO), the Menlo Park-Atherton Education Foundation (MPAEF), the school district, and the District Council.

Corey Binns motioned to vote to approve the MOU. Laura Low Ah Kee seconded the motion. Laura Webb abstained from the vote. The MOU was approved by unanimous email vote by all other members of the PTO Executive Board.

With this approval, the PTO Representative to the OCC Steering Committee will sign the MOU.

Respectfully submitted,

Laura Low Ah Kee  
PTO Secretary